

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Executive Secretary: Public Works	<u>Revision Date:</u> 06/10 <u>EEO Code:</u> Admin. Support <u>Status:</u> Non-Exempt <u>Control No:</u> 30525
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II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Public Works Director, handles executive and office correspondence, maintains confidential records, prepares agendas and performs other related duties.

III. Essential Duties:

- Schedules meetings, appointments, conferences and travel for Public Works Director.
- Types various office correspondence, memoranda and other documents for administration using word processing equipment.
- Handles personnel matters for the Public Works Department: Handles relations between director's office and the Human Resources department; maintains confidential files; processes PAF's and sends them to Human Resources; coordinates personnel activity with the director, division heads, and affected individuals; enters time and maintains time sheet records.
- Manages and operates Work Management and customer service software.
- Enters data into Work Management database and creates reports, work orders, etc.
- Enters data into Fleet Management system and other department data systems.
- Attends related committee meetings, prepares agendas, contacts members, takes minutes and sometimes makes presentation as well as participates in discussions.
- Assists in the preparation of bid specifications and their issuance to contractors.
- Responds to a variety of correspondence using own discretion with minimal direction from the director.
- Maintains and prepares agendas for Public Works Director.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research or report preparation.
- Handles ordering and purchasing of office supplies and some office equipment.
- Receives telephone calls and walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business.
- Operates City Frequency Radio for contacting field employees.
- Indexes and files various documents.
- Makes photocopies.

IV. Marginal Duties:

- Attends and takes minutes at various department meetings.
- May transcribe minutes for meetings.
- May sort and distribute office correspondence.
- May receipt, record and balance cash payments.
- Occasional need to drive.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires one year of secretarial or business training.

**Experience:** Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for education.

**Certifications/Licenses:** Valid Utah Driver's License is required.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; and software currently in use by City personnel.

**Responsibility for:** The exercise of discretion and judgment - need to decide whether to pass-on certain privileged information or to keep it private; great responsibility for the care, condition and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments and agendas for the Public Works Director.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** High level of proficiency in both typing and data input required. Requires regular use of a computer, server, printer, fax, adding machine, copier, two-way radio and telephone system; occasional use of a typewriter.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_